

The **Parks and Recreation Board** met Monday, August 19, 2013, 4:30pm, at the Parks Office (Kalberer Rd). Present at said meeting were Richard Shockley Karen Springer, John MacDonald, Patrick Flannelly and Aimee Jacobsen. Joe Payne, Lee Booth, Bess Witcosky and Cheryl Kolb represented the department. Absent from the meeting was Council President Ann Hunt, Council members Gerald Thomas and Gerry Keen and Pennie Ainsworth, Chris Foley and Dan Dunten from the department.

Richard convened the Board at 4:34pm.

The first item of the agenda was the approval of the minutes from the July 15, 2013 meeting. Aimee motioned to approve the minutes. John seconded the motion, and the motion carried.

**Superintendent** – Joe reported on the following:

- Noted the Council Report was included in the mailing
- Discussed pool reports, noting revenue was down this year along with average temperatures
- Noted a copy of the Global Fest flyer was included in their packets.

**Assistant Superintendent** – n/a

**Parks** – Lee reported on the following:

- Trail and Playground Inspections are available
- Installed all but a couple of information signs along Wabash Heritage Trail
- Replaced over 20 Village Fitness Trail markers – most of these were due to the sidewalks being replaced
- Shut down the pool for the season and began winterizing
- Installed additional bollard on the Wabash Heritage Trail in Happy Hollow Park
- Preparation for Global Fest

**Recreation Report** – n/a

**Morton Center** – Bess reported on the following:

- Adventures in Oz – Noted it was a huge success, wonderful turn out, extremely smooth production including ticket sales, seating and break down. There was very good feedback received from the community.
- Global Fest – There are three new cultural booths: Purdue Native American Club, Latino Cultural Center, Pakistan. Hundreds of flyers passed out to Purdue students over the course of the last week of events.
- What's New at Morton: POP-in to Morton, Popcorn Social and Open House, Thursday, September 5, 2013  
Classes: Quilting 101, Intro to Facebook and Social Media, Chess, Ballroom Bootcamp Wedding Edition, Horses and Ponies, Invest in the Moment – stage acting techniques for everyday life, Children's Language Classes - Spanish, Russian and German, Music Lessons are slowly getting started with Guitar and Clawhammer Banjo being offered this fall.

- **Morton Fairs and Promotions:**

International Grad Student Fair: Great target audience, many with children or a spouse that would like to take community classes

Mosey: Had a table, tent and large tri-fold board. Artist Jeanette Rehmel helped me with the table, give away handouts and answer questions.

BGR Community Fair in the Armory: Shared a table with Dan Dunten, speaking to several thousand freshman and handing out materials. One person quoted, "This is the best table here." We promoted the trails, Lilly Nature Center, the Riverside Skating Center, Morton, Global Fest, POP-in to Morton Popcorn Social and Open House.

Boiler Bridge Bash: Shared a table with the West Lafayette Public Library experiencing good traffic from 6-7:30p. We had some repeat kids from the Armory – first year for this event.

Global Fair at the Fountain: The event was for International students at Purdue. There were many students, mainly near the food and music - not much traffic near our table – most students talked to all said they had heard of Morton in almost every convocation they attended, which was great to hear!

**Stewardship Manager** – n/a

## **Old Business**

### **Art on the Wabash & Wine Sales**

Joe noted that since the discussion at last month's meeting, we have learned that Indiana wineries, per law, are allowed to sell bottles of wine on Sunday, noting Whyte Horse is interested in doing so. Discussion followed. Aimee motioned to approve the request as presented. Pat seconded the motion, and the motion carried. A vote was cast: 3 - Ayes and 1 – Nay.

## **New Business**

### **Consideration of Special Request**

Sarah May with the Alzheimer's Organization is requesting special consideration for their upcoming public event, Walk to End Alzheimers, on September 29, 2013. The organization would like to request fees to be waived for both shelters at Cumberland Park so the money can go towards Alzheimers research. The group is also requesting continued use of two bounce houses in the children's area (approved in 2012). The organization has provided a Certificate of Liability with the department. Aimee motioned to approve the requests as presented. John seconded the motion, and the motion carried.

**City of West Lafayette Steps toward ADA Compliance**

Joe presented information regarding the summary of the steps the City has taken towards ADA compliance, noting the summary would be included as part of the minutes. Discussion followed.

***City of West Lafayette Steps toward ADA Compliance***

- July 21, 1992: **Original Transition Plan** was completed by the City of West Lafayette
- November 2010: The **ADA Implementation Committee** was formed by the Mayor of West Lafayette. The committee meets regularly (monthly) and each City department is represented at the meetings.
- December 20, 2010: An updated **Grievance Procedure** and **Notice of Non-Discrimination** were adopted by the West Lafayette Board of Public Works and Safety.
- Dec 2011: Pennie Ainesworth was designated the City of West Lafayette's **ADA Coordinator**
- Dec 19, 2011: The City of West Lafayette entered into a master agreement with **ADA Consultants of Indiana** to assist the City with it's strive toward ADA compliance.
  - ADA Consultants of Indiana performed physical evaluations that outlined **physical barriers** and recommended corrections on the following facilities:
    - ❖ December 2011: West Lafayette Municipal Building (City Hall)
    - ❖ December 2011: Morton Community Center
    - ❖ January, 2012: Municipal Park Pool
    - ❖ March 2012: Lilly Nature Center
    - ❖ April 2012: Street & Sanitation Department
    - ❖ June 2012: Tapawingo Park
    - ❖ June 20, 2012: Purdue Crew and Community Boathouse
    - ❖ June 2012: Paula R. Woods Park
    - ❖ July 2012: Wastewater Treatment Plant
    - ❖ August 2012: Police Department
    - ❖ November 25, 2012: Riverside Skating Center

- March 2012 – The Mayor of West Lafayette declared the month of March “**Disability Awareness Month**”.
- April 2012 – ADA Consultants of Indiana ensured ADA compliance of **new park shelter** at Lomel Park.
- April 2012 – The ADA Compliance Committee met with **local disability advocate**, Jan Myers to address concerns and issues of non-compliance throughout the City.
- July 2012: ADA Compliance Committee and ADA Consultants of Indiana began diligently working on the **new Transition Plan**.
- July 2012: ADA Consultants of Indiana ensured ADA compliance of **new park shelter** at Happy Hollow Park.
- August 2012: ADA Consultants of Indiana performed an **assessment** of the former fire station that was to become the new West Lafayette Parks and Recreation Department Office.
- August 2012: ADA Principal Consultant, David Meihls, spent time provided **training and guidance** to the West Lafayette Engineering and Street Departments regarding **PROWAG and 2010 ADA SAD requirements**.
- Sept 2012: - Began Wabash Heritage **Trail assessment and signage**.
- September 2012: West Lafayette Mayor John Dennis spent a day using a wheelchair to navigate the streets and pedestrian routes throughout the City in order to **gain a new perspective of the inaccessible issues** persons with disabilities in the community face every day.
- Sept 12, 2012: The physical evaluation reports listed above were **posted on the City’s website** under the ADA Tab.
- Sept 12, 2012: A **Public Meeting** regarding ADA Compliance was held at City Hall. The meeting was held to present the proposed West Lafayette Transition Plan, to provide an opportunity for questions, and invite comment and suggestions from the public. The public was informed that additional information was available on the City’s website. ADA Consultants of Indiana presented a power-point presentation of an overview of the ADA and the composition of West Lafayette’s Transition Plan.
- November 15, 2012: A **Public Hearing** was conducted to receive feedback on the Transition Plan and any other concerns or comments regarding ADA issues within the City of West Lafayette.

- December 14, 2012: **ADA Sidewalk and Curb Inventory maps** were uploaded to the City's Website
- December 18, 2012: The ***City of West Lafayette ADA Transition Plan*** was adopted.
- January 2013: The Facility Evaluation Reports conducted by ADA Consultants of Indiana were **revised**.
- March 2013 – The Mayor of West Lafayette declared the month of March “**Disability Awareness Month**”.
- March 26, 2013: ADA Consultants of Indiana provided **ADA Law Enforcement Training** to the Blue team of the West Lafayette Police Department.
- April 1, 2013: ADA Consultants of Indiana sent the WL Information Technology Director and the ADA Coordinator the current **Website Content Accessibility Guidelines**.
- April 2013: ADA Consultants of Indiana performed a **physical evaluation** of WL Fire Station #1.
- May 2013: ADA Consultants of Indiana performed a **physical evaluation** of WL Fire Station #2.
- June 2013: ADA Consultants of Indiana performed a **physical evaluation** of Cumberland Park.
- June 7, 2013: A **Self-Evaluation** draft report for access to programs, services and activities of the West Lafayette **Parks Department** was submitted to the City by ADA Consultants of Indiana.
- June 14, 2013: ADA Consultants of Indiana submitted a **checklist for public meeting access** to the ADA Coordinator, to be reviewed and implemented by the ADA Compliance Committee.
- June 18, 2013: ADA Consultants of Indiana submitted the following documents to the ADA Coordinator for review and implementation by the ADA Compliance Committee:
  - **Disability Guidelines and Etiquette Handbook** (for employees)
  - **Effective Communication and provision of Auxiliary Aids Policy**
  - **Other Power Driven Motorized Devices Policy**
  - **Service Animal Policy**

- ➡ July 2013: ADA Consultants of Indiana performed a **physical evaluation** of **Happy Hollow Park**.
- ➡ July 2013: ADA Consultants of Indiana performed a **physical evaluation** of **Lomel Park**.
- ➡ July 2013: All **ADA issues** brought forth by the evaluation of the **West Lafayette Municipal Park Pool** have been addressed.
- ➡ July 22, 2013: ADA Consultants of Indiana conducted an **Effective Communication training** session at the West Lafayette Street and Sanitation Department that was open to all City employees. A second session is scheduled for August 14, 2013 at City Hall.
- ➡ August 2013: ADA Consultants of Indiana performed a **physical evaluation** of **University Farm Park**.
- ➡ August 2013: ADA Consultants of Indiana have **completed all paved portions** of the **West Lafayette trails** and will provide signage in the near future.

### **Request from Friends of Downtown**

Joe presented a request from the Friends of Downtown for their 2<sup>nd</sup> Annual Beers Across the Wabash event on the bridge this Saturday. This year they are requesting to use the parking lot in Tapawingo Park, exclusively, for the participant's trucks and trailers from 11:00am-6:00pm for the event. Discussion followed. The board's only request was to leave the handicapped spots open. Pat motioned to approve exclusive use of the Tapawingo Park parking lot for the participants to use for their vehicles during the Beers Across the Wabash event this coming Saturday, with the exception of the handicapped spaces. Aimee seconded the motion, and the motion carried.

### **West Lafayette School Board – Karen reported the following:**

- There has been a smooth start to the 2013-14 school year.
- We have had a net gain of 45 students: Cumberland is down 30, Happy Hollow and Jr/Sr High School are up 75.
- The summer construction project at the Jr/Sr High School went well: the addition of three foreign language classrooms on the first floor brings all foreign language teachers and classrooms to one area, expanded and remodeled art area and cafeteria expansion.
- We have begun work on next summer's project at the Jr/Sr High School – remodel and reconfiguration of front offices to provide better use of that space and to allow for a secure, one-door entrance, to the school building during the school day.

### **Wabash River**

- Richard reported there had not been a meeting since the last Park Board meeting.
- The Scenic Byway plan will be unveiled this coming Thursday.
- Joe noted the INDOT approvals have been secured for the John Myers/Riehle Plaza Pedestrian Bridge's rehabilitation. We will have a gravel road through Tapawingo Park next year, which has been approved by DNR and INDOT. Approximately three million dollars will be spent to improve the pedestrian bridge.

**Other**

Aimee requested a nice, permanent, directional sign, be installed showing the pool's location, particularly for those new to this area. Based on the past history of signage, Joe noted it would probably need to be a seasonal sign.

**Request for Morton Cash/Change Fund and Petty Cash Fund**

Cheryl presented a request to establish a Cash/Change Fund of \$100.00 for Morton Community Center in the name of Bess Witcosky (the amount reflects an increase of \$75.00 from the previous amount) and a Petty Cash Fund for \$25.00 for Morton Community Center in the name of Bess Witcosky. Both funds will be established from the Nonreverting Operating Fund. Karen motioned to approve the request to establish

both funds for Morton Community Center in the name of Bess Witcosky as presented. John seconded the motion, and the motion carried.

**Request for Global Fest Cash/Change Fund and Petty Cash Fund**

Cheryl presented a request to establish a Cash/Change Fund of \$500.00 for Global Fest 2013 and a Petty Cash Fund of \$200.00 for Global Fest 2013. Both funds will be established from the Nonreverting Operating Fund and will revert back no later than November 29, 2013. Karen motioned to approve the request to establish both funds for Morton Community Center in the name of Bess Witcosky as presented. John seconded the motion, and the motion carried.

**Surplus**

Bess requested to declare a desk in the Morton Community Center office as surplus. Pat motioned to approve the request for surplus as presented. John seconded the motion, and the motion carried.

**Pay Claims**

Pat motioned for claims to be paid. John seconded the motion, and the motion carried.

**Adjourn**

John motioned to adjourn the meeting. Pat seconded the motion, and the meeting adjourned at 5:19 pm.

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Presiding Officer

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Secretary